

File Standards
Sub system

Approved For Release 2002/08/22 : CIA-RDP70-00211R000100120087-1

Rec mgt 3-4-1

25 November 1955

MEMORANDUM FOR FILE:

SUBJECT: Installation of subject numeric filing system in
Building Committees Office

1. As the result of a request from [redacted] STAT
Chairman, Building Committee, to Chief, Records Management Staff, STAT
Messrs. [redacted] on Oct. 31
relative to the subject installation.

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2. At the conclusion of this meeting it was decided to
utilize [redacted] as the basic guide for the maintenance of
this Committee's administrative files. It was further agreed
[redacted] would assist with the initial installation and train-
ing of pertinent personnel.

3. On November 2 and November 4, the records of this
committee were classified, necessary identifying guides and
folders were constructed, and the physical transformation and
filing of such records under their new classification was ac-
complished. Minor deviations were made to this file due to the
unusual functions of this committee. For example, an additional
subject title was added and identified as "Congressional"; and
under Buildings and Grounds, an additional subject was separated
and identified as "Roads and Bridges". Wherever necessary, amend-
ments were made to the operating personnel's Handbook index to
assure efficient operation.

4. Several contacts have been made subsequent to this
installation period and the operating personnel have reported
no difficulties with respect to this system.

[redacted]

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Follow up 1 Jan 56
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FOLLOW UP 19 JULY 1956 - - -

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1. Contact made with [] Secretary to the Building Planning Staff, relative to the subject filing system. It was reported this system was working satisfactory. The file located on the second floor was discussed and no serious problems have developed. The removal of all material is being controlled by the Secretary. The staff on the second floor continues to retain material of non-sensitive classification such as catalogues, brochures, and other publications published by commercial firms. Most of these copies are retained for convenience of operation and are duplicated in many instances in the parent office.

2. It was noted the secretary was encountering difficulties in filing material. It was suggested that the file be expanded to facilitate filing. Sufficient space was available in the filing equipment located in this office. STAT

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